

~~SECRET~~  
SECURITY INFORMATION

~~CONFIDENTIAL~~

23 November 1951

MEMORANDUM FOR: Assistant Director, Office of Training (O)

FROM : Chief, Plans and Policy Staff, O/TR

SUBJECT : Weekly Activities Report, Period 19-23 November 1951

I. Completed Projects

1. Project 51-8, ECA Industrial Training. I&S/O has advised that the security problem involved in CIA participation in the ECA Training Project was so great that it was deemed inadvisable to pursue this project further. In view of this action by I&S, this Office has suggested that O/RR firm up its requirements for industrial training independently of ECA's program and the O/TR would then endeavor to find ways and means of meeting these requirements. This will be set up as a separate project upon receipt of O/RR's requirements.
2. Project 51-17, O/TR Section of the CIA Report to the NSC. Completed draft of O/TR's contribution to the CIA report to the NSC and forwarded to Col. [REDACTED]

25X1A9a

II. Projects in Process

1. Project 51-6, Survey of Non O/TR Training Activities. Summarized and analyzed reports received to date. Contacted those offices which have not reported as yet and requested their compliance with our memorandum.
2. Project 51-7, Professional Administrative Officer Training Program. Summarized and analyzed reports received to date. Contacted those offices which have not reported as yet and requested their compliance with our memorandum.
3. Project 51-13, Register of Training Activities. Obtained and analyzed copies of all forms used in the registration and record keeping process for training programs conducted by the O/TR with a view toward setting up a central system of permanent record keeping.

~~CONFIDENTIAL~~  
SECURITY INFORMATION

412  
JOB NO. 6410 CHAN  
IN CLASS 11914  
NEXT REV 89  
NO. PERS 3  
REV CLASS CRY CRYC  
CLASS 11914  
CLASS 11914  
CLASS 11914

**SECRET**

SECURITY INFORMATION

4. Project 51-14, Cable Preparation Course. A check with O/CD revealed that the record system on films was being reorganized but that we would receive early attention on our request for the identification of training films on cable preparation and message center procedures.
5. Project 51-15, Rotation Working Group. Prepared memorandum for the Chairman of the Rotation Working Group which was transmitted to the Career Service Committee. This memorandum set forth reasons for the Working Group's preference of its original definition of Rotation. Committee approved. Attended sixth meeting of the Working Group on 21 November.
6. Project 51-20, Administrative Support to Field Training Operations. Met with Mr. [REDACTED] of TRC to discuss TRC factors related to this problem.

25X1A9a

### III. Newly Assigned Projects

1. Project 51-22, Wartime Role of CIA as it Affects the Mission of O/TR. As a result of a meeting which included the D/TR, Mr. [REDACTED] of O/SO and the Chief, Plans and Policy Staff, on 19 November regarding more effective training of CIA Reservists. It was concluded that the problem presented by Mr. [REDACTED] was the most fundamental one of the wartime role of the Agency and its effect upon the Agency's training mission. Accordingly, this Office prepared a draft memorandum for the signature of the D/TR to the DDCI requesting policy guidance on this question.  
25X1A9a  
25X1A9a
2. Project 51-23, Federal Civilian Defense Administration Training Films. Prepared a memorandum signed and dispatched 21 November by D/TR transmitting a letter for signature of DD/A acknowledging Mr. John R. Steelman's letter. Mr. [REDACTED], O/CD, is arranging to obtain copies of the films and will notify us when they reach the Agency. Action required: To preview film and determine extent of coverage by Agency personnel desirable. Mr. [REDACTED] wants to attend the preview. No further action until Mr. [REDACTED] obtains films and notifies this Office.  
25X1A9a  
25X1A9a

### IV. Projects in Suspense

1. Project 51-3, Preparation of Report on 1951 Summer Seminar on the Near East.

SECURITY INFORMATION

~~CONFIDENTIAL~~  
~~SECRET~~  
SECURITY INFORMATION

25X1A9a

2. Project 51-4, Review and Recommendation on O/PC Comments on the [REDACTED] Report" Regarding Covert Training.
3. Project 51-9, Development of Curriculum and Program for the National Intelligence Course; Senior Professional Level.
4. Project 51-10, Development of Curriculum and Program for the Intermediate Intelligence Course; Junior Professional Level.
5. Project 51-11, Review of Curriculum and Program for the Basic Intelligence Course; Incoming Professional Level.
6. Project 51-21, Area and Language Specialists.

[REDACTED]

25X1A9a

CONFIDENTIAL

SECURITY INFORMATION

~~SECRET~~